





How to Use LiveBinders

LiveBinders are three ring binders for the Web. With LiveBinders, you can collect your resources, organize them neatly and easily and present them to others. To start a LiveBinder, go to <http://livebinders.com/>

Install the LiveBinder It tool

1. Click the  button on the right side of the page.
2. If you are using Internet Explorer, you will need to turn off your pop-up blocker to use the LiveBinder It tool.
 - a. Go to the **Tools** menu and drop down to **Pop-up Blocker**
 - b. Select **Turn Off Pop-up Blocker** to completely turn off the pop-up blocker
 - c. Or go to **Pop-up Blocker Settings** and add <http://livebinders.com/> to the allowed sites list
3. Right click the  button to install the tool.



Right click on button and select **Add to Favorites**

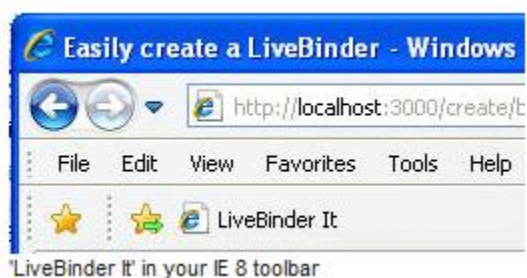


Select **Yes** for security question



Under **Create in** choose **Favorites Bar**

4. Make sure you go to the **Tools** menu, drag down to **Toolbars** and select **Favorites Bar**
5. You should see the LiveBinder It tool installed



For additional help installing the LiveBinder It tool, view the video at http://livebinders.com/welcome/video_window?video=%2Fswf%2Fie8_bookmarklet.swf

Create a LiveBinder Account

1. Select the **Sign Up** link in the upper right hand corner.
2. Fill out the requested information. The user name you select will be tied to all binders you create. Since my binders will be for school, I selected mrsmmueller as my user name.

Using LiveBinders

1. Log in.
2. Once logged in, you will see your dashboard. Your dashboard is your starting place and your control center. From the dashboard you can see the binders you have created, create new binders, upload files, etc.

The screenshot displays the LiveBinders dashboard. The top navigation bar contains links for 'About Binders', 'Featured Binders', 'My Binders' (which is the active tab), 'Create Binder', and 'LiveBinder It Tool'. Below the navigation bar is a search bar with the text 'All'. The main content area is divided into three columns of binders, each with a category label: 'Education', 'Personal', and 'Education'. The binders listed are 'NCE Presentation' (10 views), 'Nebraska Cornhuskers' (0 views), and 'Your First Binder' (2 views). On the right side, the 'My Binders Dashboard' shows 'My total binders: 3', 'Public binders: 0', and 'Private binders: 3'. It also lists 'Top 3 Viewed Binders' and 'Today's Commented Binders'. At the bottom right, there are two buttons: 'Start a Blank Binder' (circled in red) and 'Share and Embed Your Public Shelf' (marked with a 'NEW' star).

3. Select **Start a Blank Binder**.

4. Fill in the binder information—asterisked lines are required. If you are in a hurry, try using a Google search to automatically fill in a binder.

Create Binder

Please name your binder here:

Type binder name here *

Description: Type description here *

Tags (comma separated):
Type comma separated search terms here

Category: Personal ▼

☐ **Public** - Everyone can view your binder

☒ **Private** - Only you, and the people you choose, can view your binder

Access Key - give this key to people when sharing this private binder:
Type access key (any string of letters and numbers) here

Use Google search to fill a binder ☒ Yes ☐ No

To automatically fill a binder - enter a Google search term here:
Create binder from Google search here

* required

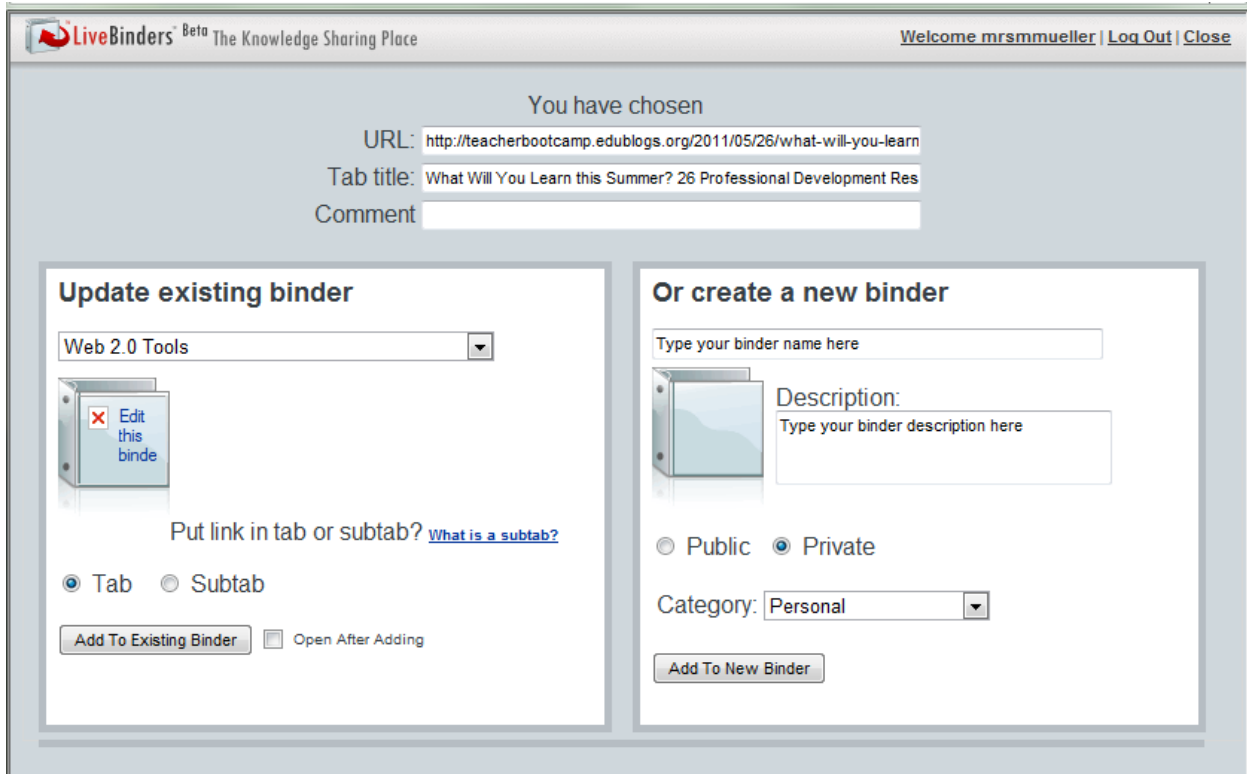
Create New Binder

5. Click **Create New Binder**
6. A new binder will come with three tabs. You can add more tabs or delete the tabs as needed. To rename a tab, simply highlight the tab name and type a new one.
7. You can enter an URL to connect to a site or you can use the LiveBinder It tool while surfing.

Using the LiveBinder It tool

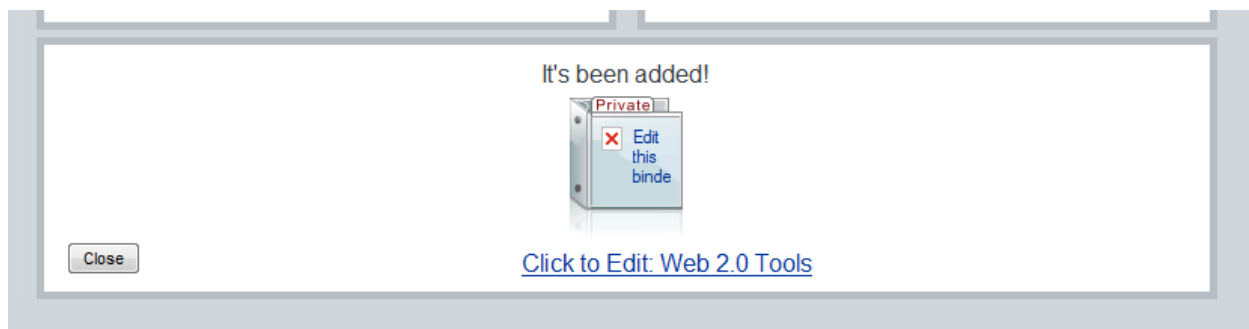
1. Open a new tab and browse to a site you would like to add to your binder.
2. Once the site loads, click the **LiveBinder It** tool on the Favorites Bar.

3. A new window will open. From here you can add the page to an existing binder or create a new binder to save the page in. The tab title comes from the web page title so the titles can be long. You can change the tab title by typing over it. You can choose to make this page a tab or a subtab.
4. Select the binder you wish to add the page to and click **Add to Existing Binder**

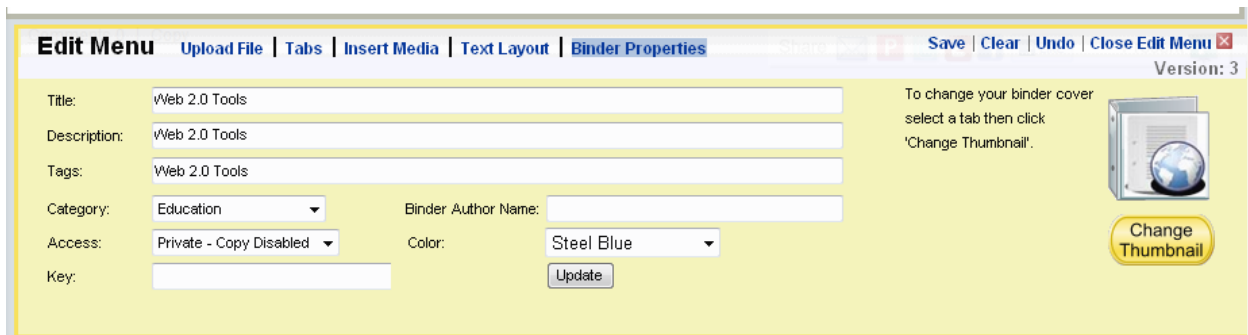


The screenshot shows the 'You have chosen' dialog box in the LiveBinders interface. At the top, it says 'You have chosen' and displays the URL 'http://teacherbootcamp.edublogs.org/2011/05/26/what-will-you-learn' and the tab title 'What Will You Learn this Summer? 26 Professional Development Res'. There is a 'Comment' field below. The dialog is split into two main sections: 'Update existing binder' and 'Or create a new binder'. The 'Update existing binder' section shows a dropdown menu with 'Web 2.0 Tools' selected, an 'Edit this binder' icon, and radio buttons for 'Tab' (selected) and 'Subtab'. The 'Or create a new binder' section has a text input for the binder name, a 'Description' field, radio buttons for 'Public' and 'Private' (selected), and a 'Category' dropdown set to 'Personal'. Both sections have 'Add To Existing Binder' and 'Add To New Binder' buttons respectively.

5. Wait while LiveBinder It tests the page. Once the page is tested, you will see that it has been added to your LiveBinder.



- To edit your binder, click the **Edit Menu** button in the upper right hand corner of your screen. The edit menu will open below the binder. The edit menu allows you to upload files, edit tabs, insert media, change the text layout and change the binder properties.



The screenshot shows the 'Edit Menu' interface for LiveBinders. At the top, there is a navigation bar with tabs: 'Edit Menu', 'Upload File', 'Tabs', 'Insert Media', 'Text Layout', and 'Binder Properties'. The 'Binder Properties' tab is currently selected. To the right of the tabs are buttons for 'Save', 'Clear', 'Undo', and 'Close Edit Menu'. Below the navigation bar, the interface is divided into two main sections. The left section contains form fields for 'Title', 'Description', and 'Tags', all of which have the text 'Web 2.0 Tools' entered. Below these are dropdown menus for 'Category' (set to 'Education') and 'Access' (set to 'Private - Copy Disabled'). There is also a text field for 'Binder Author Name' and a 'Color' dropdown menu (set to 'Steel Blue'). A 'Key' field is empty. An 'Update' button is located at the bottom right of this section. The right section contains a message: 'To change your binder cover select a tab then click \'Change Thumbnail\'.' Below this message is a thumbnail image of a binder with a globe on the cover. A yellow button labeled 'Change Thumbnail' is positioned below the thumbnail. The version number 'Version: 3' is displayed in the top right corner.

Binder Tips

Your binders can be private for just you or you can give an access code to people you want to view your binders. You can also set the access level to Public so that everyone can view your binders. I suggest leaving the access level set to Private while you are working on the binder. Once the binder is finished, change the access level to Public.

The best way to learn about setting up a binder is to look at binders other people have created. There are lots of great binders in the Education category.